|  |  |
| --- | --- |
|  | **Daily Attendance Sheet** |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: | **John Smith** | Month/Year: | **<Month> / <Year>** |
| Division: | **<Division>** | Department: | **<Department>** |
|  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | | **Time In** | **Time One Lunch** | **Time In Lunch** | **Time Out** | **Employee’s Signature** | **Checked By Manager** |
| 1 | F | 8:30 AM | 12:05 PM | 12:45 PM | 6:00 PM | <Signature> | <Signature> |
| 2 | S |  |  |  |  |  |  |
| 3 | S |  |  |  |  |  |  |
| 4 | M |  |  |  |  |  |  |
| 5 | T |  |  |  |  |  |  |
| 6 | W |  |  |  |  |  |  |
| 7 | T |  |  |  |  |  |  |
| 8 | F |  |  |  |  |  |  |
| 9 | S |  |  |  |  |  |  |
| 10 | S |  |  |  |  |  |  |
| 11 | M |  |  |  |  |  |  |
| 12 | T |  |  |  |  |  |  |
| 13 | W |  |  |  |  |  |  |
| 14 | T |  |  |  |  |  |  |
| 15 | F |  |  |  |  |  |  |
| 16 | S |  |  |  |  |  |  |
| 17 | S |  |  |  |  |  |  |
| 18 | M |  |  |  |  |  |  |
| 19 | T |  |  |  |  |  |  |
| 20 | W |  |  |  |  |  |  |
| 21 | T |  |  |  |  |  |  |
| 22 | F |  |  |  |  |  |  |
| 23 | S |  |  |  |  |  |  |
| 24 | S |  |  |  |  |  |  |
| 25 | M |  |  |  |  |  |  |
| 26 | T |  |  |  |  |  |  |
| 27 | W |  |  |  |  |  |  |
| 28 | T |  |  |  |  |  |  |
| 29 | F |  |  |  |  |  |  |
| 30 | S |  |  |  |  |  |  |
| 31 | S |  |  |  |  |  |  |